

November 27, 2023

12:00 AM - 12:00 AM FYI - Chris Vacation -- Kristin - Acting ADM

All Day KK in late - Security Concern

7:15 AM - 8:00 AM Weekly Meeting: BCSTA Suzanne Hoffman & DM Christina Zacharuk

November 27, 2023 Continued

8:00 AM - 8:15 AM Daily Exec Update -- Microsoft Teams Meeting

9:00 AM - 9:30 AM Call Laura Hutchinson

9:30 AM - 10:00 AM call with Kim Strom/Gabe Joseph

November 27, 2023 Continued

10:00 AM - 10:30 AM	Robyn Gray
11:00 AM - 11:30 AM	Dyslexia BC and UTP -- Microsoft Teams Meeting
12:00 PM - 1:00 PM	Lunch
12:00 PM - 12:15 PM	Daily Comms/Issues Check-in -- Teams

November 27, 2023 Continued

1:30 PM - 2:00 PM	Melanie/Angie/Kelly re AGPA III Recommendations -- Teams
2:00 PM - 2:45 PM	Assoc DM Follow up Mtg w/ Dyslexia BC -- Teams
2:45 PM - 3:00 PM	Travel to Leg
3:00 PM - 4:00 PM	Minister's Council -- Teams; (CZ and Melanie in person ^{Security Concern})
4:00 PM - 4:30 PM	Joint: MRS/MGL mtg w/ Karen Ranalletta, CUPE BC President ^{Security Concern} in Person

4:30 PM - 5:00 PM

MRS PB Grad Assessments Data Release -- Teams; / CZ and Melanie in person ^{Security}_{Concern}

November 27, 2023 Continued

5:00 PM - 6:00 PM Do not book - hold/urgent mtgs

November 28, 2023

All Day FYI - Chris Vacation -- Kristin - Acting ADM
Please See Above

6:30 AM - 7:00 AM Personal Information

7:00 AM - 7:30 AM Personal Information

7:30 AM - 8:15 AM Bill 40 Legislation Roll-Out (IECs)

November 28, 2023 Continued

8:15 AM - 8:30 AM

Daily Exec Update -- Microsoft Teams Meeting

8:30 AM - 9:00 AM

Assoc DM Mtg re: MRS Briefing on Priority Planning -- teams

9:00 AM - 9:15 AM

Daily Comms/Issues Check-in -- Teams

9:30 AM - 11:00 AM

ADM Steering Committee -- Microsoft Teams Meeting

November 28, 2023 Continued

11:00 AM - 11:25 AM

ED Update -- Teams

11:30 AM - 12:00 PM

Melanie/Eleanor Monthly 1:1 -- In person ^{Security Concern} or Teams

12:00 PM - 12:30 PM

Lunch

12:30 PM - 1:00 PM

KK/MS - Touch base -- ^{Security Concern}

1:00 PM - 1:30 PM

Assoc DM Meeting w/ Speech and Hearing BC -- Teams

November 28, 2023 Continued

1:30 PM - 2:00 PM

MRS Mtg w/ Nancy Petersen, Vice President, Langley Teachers' Association -- Teams

2:00 PM - 3:00 PM

Exec: DRIPA/Reconciliation -- Microsoft Teams Meeting

November 28, 2023 Continued

3:00 PM - 3:30 PM	block	
3:30 PM - 4:30 PM	Assoc DM Mtg re: Placeholder Success Strategy	Security Concern Cloe via Teams
4:45 PM - 5:15 PM	PDE PB - Technology in Schools	Security Concern Teams

November 29, 2023

All Day	FYI - Chris Vacation -- Kristin - Acting ADM Please See Above
7:30 AM - 8:30 AM	Melanie: Wkly Check-in Security Concern Teams; Security Concern

8:30 AM - 9:00 AM	DM Wkly - PR Check-in -- Security Concern
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9:00 AM - 9:30 AM	Melanie/Adrian re: PDC Dec 12 - Exec Priority Planning -- ^{Security Concern}
9:30 AM - 10:00 AM	Melanie/Eleanor/Angie re AI Technical Table -- In person or Teams
11:00 AM - 11:30 AM	11:00 CC on school grounds - Jenn/Melanie/Patti/Maureen/Jan -- Zoom

November 29, 2023 Continued

11:30 AM - 12:00 PM	Check in on HR item -- Security Concern
12:00 PM - 12:15 PM	MRS Mtg w/ MMF re School Rebuild -- Teams

November 29, 2023 Continued

12:30 PM - 1:00 PM	Lunch	
2:30 PM - 3:00 PM	Melanie/Jenn Monthly 1:1 -- In person	Security Concern Teams
3:00 PM - 3:30 PM	office time	
3:30 PM - 4:00 PM	block	
4:15 PM - 4:30 PM	Travel	
4:30 PM - 6:30 PM	Exec Festive Gathering --	Security Concern

November 30, 2023

All Day	FYI - Chris Vacation -- Kristin - Acting ADM Please See Above
7:30 AM - 8:00 AM	
7:30 AM - 8:00 AM	1:1 w/Jan Unwin (bi-weekly) -- Microsoft Teams Meeting

8:00 AM - 8:15 AM Daily Exec Update -- Microsoft Teams Meeting

November 30, 2023 Continued

8:30 AM - 9:00 AM

Melanie/Patti Monthly 1:1 -- Teams

9:00 AM - 9:15 AM

Daily Comms/Issues Check-in -- Teams

November 30, 2023 Continued

9:30 AM - 10:30 AM	Melanie & Angie Weekly 1:1 -- Security Concern
10:00 AM - 10:30 AM	10:00 Tom/Christina/Bobbi -- MS Teams
10:30 AM - 11:00 AM	DM/Assoc DM Mtg re MOC and Satellite Phone Overview -- DM via Teams / Assoc DM and Staff in person Security Concern
11:00 AM - 11:30 AM	Wkly DM PB - CC Project Board -- Teams

11:30 AM - 12:00 PM	Security Concern Travel
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November 30, 2023 Continued

12:00 PM - 1:00 PM	Premier's Office year-end Appreciation -- Security Concern
12:00 PM - 12:00 PM	Connect: Jessica P and Melanie Stewart
1:00 PM - 1:30 PM	MRS Mtg: Changes to BCTC Professional Standards -- Teams

November 30, 2023 Continued

1:30 PM - 2:00 PM

Assoc DM Mtg w/ Sofie Grahn re 2SLGBTQIA+ ERG Sponsor -- In person
Security Concern

Security Concern

2:10 PM - 2:30 PM

Melanie/Mary Shaw Touchbase -- Teams

2:30 PM - 3:00 PM

block - do not book

3:00 PM - 3:30 PM

block

3:30 PM - 4:00 PM

Travel

4:00 PM - 5:00 PM

appt -

December 1, 2023

All Day

FYI - Chris Vacation -- Kristin - Acting ADM
Please See Above

All Day

Security Concern

All Day

DMC - CZ not attending, Melanie to take

All Day

Vacation

Security Concern

8:00 AM - 8:30 AM

child care seamless day

8:30 AM - 9:15 AM

office time

December 1, 2023 Continued

9:30 AM - 12:00 PM	DMC	Security Concern	Teams
10:00 AM - 10:45 AM	Melanie/Reid Biweekly Education Strategy	Security Concern	Zoom
12:00 PM - 1:00 PM	Lunch		
1:00 PM - 1:30 PM	Melanie/Trish Weekly 1:1 --	Security Concern	
2:00 PM - 2:45 PM	Melanie & Mariam - Mentorship -- Zoom Meeting		
2:45 PM - 3:15 PM	Melanie/Cloe Monthly 1:1 -- Teams		

December 1, 2023 Continued

3:15 PM - 4:00 PM

block

4:00 PM - 4:30 PM

appt Personal
Information

4:30 PM - 5:00 PM

Personal Information

December 2, 2023

All Day

FYI - Chris Vacation -- Kristin - Acting ADM
Please See Above

December 3, 2023

All Day

FYI - Chris Vacation -- Kristin - Acting ADM
Please See Above

12:00 PM - 12:30 PM

Personal Information

December 4, 2023

All Day

FYI - Chris Vacation -- Kristin - Acting ADM
Please See Above

12:00 AM - 12:00 AM

Sue A/L (Trish covering)

All Day

Kelly on Vacation

All Day

Security Concern

7:15 AM - 8:00 AM

Weekly Meeting: BCSTA Suzanne Hoffman & DM Christina Zacharuk

8:00 AM - 8:15 AM

Daily Exec Update -- Microsoft Teams Meeting

9:15 AM - 10:00 AM MRS/RMD Bi-Weekly Briefing -- Teams; Security Concern

December 4, 2023 Continued

Security Concern

10:00 AM - 10:30 AM Weekly DMO Check-in --

11:00 AM - 12:00 PM block - PB, MC prep

12:00 PM - 1:00 PM Lunch

1:00 PM - 1:45 PM Curriculum Scan - Ministry of Education & HR Commissioner -- Microsoft Teams Meeting

December 4, 2023 Continued

1:00 PM - 1:30 PM	Personal Information
2:00 PM - 2:20 PM	Assoc DM Mtg w/ ADM Sage re: Omnibus Polling wrt P&P Cellphones -- Teams
2:30 PM - 3:00 PM	block
3:00 PM - 3:30 PM	PDE Briefing Bubble Legislation - A/ DAG Regrets -- Microsoft Teams Meeting

3:30 PM - 4:30 PM

Minister's Council -- Teams

December 4, 2023 Continued

4:30 PM - 5:00 PM Do not book - hold/urgent mtgs

December 5, 2023

All Day FYI - Chris Vacation -- Kristin - Acting ADM
Please See Above

All Day Sue A/L (Trish covering)
Please See Above

All Day Security Concern

7:30 AM - 8:30 AM Child Care Project Board -- Teams

8:30 AM - 8:45 AM

Daily Exec Update -- Microsoft Teams Meeting

9:00 AM - 9:45 AM

Melanie/Angie Connect re: HPST -- In person Security Concern

December 5, 2023 Continued

10:00 AM - 12:00 PM

Inclusion Literacy for Executives - ITEM-2297-1 -- Zoom Meeting

December 5, 2023 Continued

10:00 AM - 12:00 PM

Inclusion Literacy for Executives - Restricted to Corporate Executive

12:00 PM - 12:30 PM

ED Update -- Microsoft Teams Meeting

December 5, 2023 Continued

12:30 PM - 1:00 PM	Lunch
1:00 PM - 1:15 PM	BCCPAC Board of Directors - Opening Session (Melanie and Jennifer) -- Security Concern
1:30 PM - 2:30 PM	Assoc DM Mtg - Seamless Day -- Microsoft Teams Meeting
2:30 PM - 3:00 PM	Assoc DM PB re: ECC Ministry Forecast -- In person Security Concern
3:00 PM - 3:30 PM	block
3:30 PM - 4:00 PM	ECC/AG - New Legislative Proposal -- Microsoft Teams Meeting

December 5, 2023 Continued

4:40 PM - 5:30 PM

Do not book - hold/urgent mtgs

December 6, 2023

All Day

FYI - Chris Vacation -- Kristin - Acting ADM
Please See Above

All Day

Sue A/L (Trish covering)
Please See Above

8:00 AM - 9:00 AM

block

9:30 AM - 10:00 AM

Melanie/Kim Russell re Ethics Advisor -- In person Security Concern

10:00 AM - 10:30 AM

Melanie/Mark Pearmain: Monthly 1:1 -- Microsoft Teams Meeting

10:30 AM - 10:50 AM

Assoc DM Mtg w/ DM Deb re: ADM/EL Competitions -- Teams

11:00 AM - 11:30 AM

Melanie & Adrian Monthly check in -- Security Concern

11:30 AM - 12:30 PM

DMO - Staff Festive Pizza Party Lunch -- Security Concern
Security Concern

12:30 PM - 12:45 PM

MRS PB - CMEC Videoconference -- Teams

2:30 PM - 3:00 PM

2:30 PM Joint DM/ADM Meeting -- MS Teams

December 6, 2023 Continued

3:00 PM - 3:20 PM	Assoc DM Mtg w/ Yuri re: HPST Leadership Program and Fees -- Zoom
3:30 PM - 4:00 PM	block
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

December 7, 2023

All Day	FYI - Chris Vacation -- Kristin - Acting ADM Please See Above
All Day	Sue A/L (Trish covering) Please See Above
All Day	DMCSI - cancelled; no agenda topics
8:00 AM - 8:15 AM	Daily Exec Update -- Microsoft Teams Meeting

9:15 AM - 10:15 AM **CZ/Melanie: Connect -- Microsoft Teams Meeting**

December 7, 2023 Continued

9:30 AM - 10:30 AM	Melanie & Angie Weekly 1:1 -- Security Concern
10:15 AM - 11:30 AM	Block Office Time/Travel to Helijet
11:30 AM - 12:05 PM	Helijet Flight 708 to Vancouver
12:30 PM - 1:30 PM	Lunch
1:30 PM - 2:00 PM	Travel
2:00 PM - 4:30 PM	P&P - Technology in Schools Security Concern our item is up at around 3:30
2:00 PM - 4:00 PM	First Nations CYIC Protocol Technical Meeting

December 7, 2023 Continued

5:00 PM - 6:00 PM	Travel to Helijet
6:00 PM - 6:35 PM	Helijet Flight 721 to Victoria

December 8, 2023

12:00 AM - 12:00 AM	FYI - Chris Vacation -- Kristin - Acting ADM Please See Above
12:00 AM - 12:00 AM	Sue A/L (Trish covering) Please See Above
All Day	Security Concern
All Day	Eleanor vacation day
All Day	Security Concern
7:00 AM - 7:30 AM	Personal Information

December 8, 2023 Continued

9:30 AM - 10:00 AM	Melanie/Stacey Connect -- Microsoft Teams Meeting	
10:00 AM - 10:45 AM	Melanie/Reid Biweekly Education Strategy	Security Concern Zoom
10:00 AM - 10:30 AM	Melanie/Trish Weekly 1:1 --	Security Concern
10:30 AM - 12:00 PM	Block/Office Time	
12:00 PM - 1:00 PM	Lunch	
1:00 PM - 1:30 PM	JCWG Pre-Brief (December) -- Microsoft Teams Meeting	

December 8, 2023 Continued

- 1:30 PM - 2:30 PM** **Seamless day, alignment**
- 2:30 PM - 3:00 PM** **kevin kaardal call**
- 3:00 PM - 3:30 PM** **Check in w/inclusive ed**
- 4:00 PM - 5:00 PM** **Do not book - hold/urgent mtgs**

December 9, 2023

- 4:00 PM - 4:30 PM** **Personal Information**

December 11, 2023

- All Day** **Security Concern**
- 8:00 AM - 8:15 AM** **Daily Exec Update -- Microsoft Teams Meeting**

December 11, 2023 Continued

8:15 AM - 8:30 AM

Kelly/Staff - CC in budget -- Microsoft Teams Meeting

December 11, 2023 Continued

9:00 AM - 9:30 AM

LEPD Meet & Greet for Mary Shaw -- Teams;

Security Concern

9:30 AM - 10:00 AM

Melanie/Mary 1:1 --

Security Concern

10:15 AM - 10:30 AM

MRS PDE PB: Population Growth Impacts for ECC -- Teams

10:30 AM - 11:00 AM

PDE Meeting : Population Growth Impacts for ECC --

Security Concern

11:00 AM - 12:00 PM

block

December 11, 2023 Continued

12:00 PM - 12:15 PM	travel
12:15 PM - 1:00 PM	Security Concern Assoc DM Mtg re: Placeholder Success Strategy Follow-up -- Security Concern
1:00 PM - 2:00 PM	HOLD: Bi-Monthly Meeting: BCSTA President & Minister Singh -- Zoom
2:30 PM - 3:00 PM	block
3:00 PM - 4:00 PM	Minister's Council -- Teams

December 11, 2023 Continued

4:00 PM - 4:45 PM

Assoc DM Follow-up Mtg: Seamless Day -- Teams

5:00 PM - 5:30 PM

PO Pre-brief: Dyslexia discussion -- Teams

December 11, 2023 Continued

5:30 PM - 6:00 PM	block
6:00 PM - 7:00 PM	PDE/MRS - Dyslexia BC Public Teacher Roundtable -- Virtual

December 12, 2023

All Day	Personal Security
All Day	Personal Security
7:00 AM - 7:30 AM	Weekly Meeting: BCSTA Suzanne Hoffman & DM Christina Zacharuk

December 12, 2023 Continued

8:00 AM - 8:30 AM	Melanie/Cloe Monthly 1:1 -- In person ; Security Concern	Teams
8:30 AM - 8:45 AM	Daily Exec Update -- Microsoft Teams Meeting	

December 12, 2023 Continued

9:00 AM - 9:30 AM

Weekly DMO Check-in -- Teams

9:30 AM - 11:00 AM

ADM Steering Committee -- Microsoft Teams Meeting

December 12, 2023 Continued

11:00 AM - 11:30 AM	MRS/MGL and Expanded Exec - Year End Thank you -- Security Concern	Security Concern
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11:30 AM - 12:00 PM	travel	
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12:00 PM - 1:00 PM	Lunch appt	
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1:00 PM - 1:30 PM	Assoc DM Mtg re: Consultation Advice -- Teams	
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1:30 PM - 4:00 PM	LEPD Holiday Gathering --	Security Concern
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December 12, 2023 Continued

1:30 PM - 2:00 PM

Melanie to attend 30mins of LEPD Gathering

2:00 PM - 3:00 PM

Exec: DRIPA/Reconciliation -- Microsoft Teams Meeting

3:00 PM - 4:00 PM

Assoc DM Mtg - Enrollment Growth Options -- Microsoft Teams Meeting

4:00 PM - 5:00 PM

Do not book - hold/urgent mtgs

December 13, 2023

All Day

Meghan - away -- Laura acting

7:30 AM - 8:00 AM

Personal Information

9:00 AM - 11:00 AM

PDC/ECCPT Committee -- Teams

11:30 AM - 12:00 PM

block

December 13, 2023 Continued

12:00 PM - 12:30 PM	Lunch
12:30 PM - 1:00 PM	MRS/MGL Briefing re: Seamless Day (1 of 2) -- Teams

December 13, 2023 Continued

2:30 PM - 3:00 PM	block
3:00 PM - 3:30 PM	DM Mtg w/ Helen McGregor re: UTP -- Teams

3:30 PM - 3:45 PM	Melanie/Todd PDP Connect -- Security Concern
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

December 14, 2023

All Day

Security Concern

7:30 AM - 8:00 AM

1:1 w/Jan Unwin (bi-weekly) -- Microsoft Teams Meeting

8:00 AM - 8:30 AM

block

8:30 AM - 9:00 AM

Assoc DM Mtg re: Indigenous-Specific Racism Review (Touchbase) -- Teams

9:00 AM - 9:30 AM

MRS Mtg: Enrolment Statistics Data Release and Completion Rates Data Release -- Teams

9:45 AM - 10:00 AM

MRS Pre Brief: Dyslexia Canada -- Teams

10:00 AM - 10:30 AM	Melanie & Angie HPST 1:1 -- Security Concern
10:30 AM - 10:50 AM	Assoc DM Mtg re: UTP check-in -- Teams Security Concern
11:00 AM - 11:30 AM	Assoc DM Mtg w/ Grahame re: Implementation of Recommendation from BC OHRC's report -- Microsoft Teams Meeting

December 14, 2023 Continued

11:30 AM - 12:00 PM

MRS Mtg re: Enrolment Growth -- Teams

12:00 PM - 1:00 PM

Lunch

December 14, 2023 Continued

1:00 PM - 4:30 PM

In-person AI session for Corporate Executive -- IN-PERSON
Security Concern

Security Concern

4:30 PM - 5:30 PM

Do not book - hold/urgent mtgs

December 15, 2023

All Day

Security Concern

6:30 AM - 7:00 AM

festive attire!

7:00 AM - 8:00 AM

7:00 DM/Teresa monthly call -- Teams

8:00 AM - 8:30 AM	call Jenn	
9:00 AM - 9:30 AM	Assoc DM Mtg re: Ontario Curriculum Changes -- Teams	
9:30 AM - 10:30 AM	block	
10:00 AM - 10:45 AM	Melanie/Reid Biweekly Education Strategy ^{Security Concern}	Zoom
11:00 AM - 11:30 AM	Melanie/Trish 1:1 ^{Security Concern}	
11:40 AM - 12:00 PM	Wkly DM PB - CC Project Board -- Teams; ^{Security Concern}	

12:00 PM - 1:00 PM

Tree Decorating in our Festive Attire -- bring your lunch

12:00 PM - 12:30 PM

Personal Information

December 15, 2023 Continued

12:30 PM - 1:00 PM

Lunch

1:00 PM - 1:30 PM

DM Briefing re: HPST International Policy Dialogue on Jan 23-26 -- Teams;
Security Concern

Security Concern

1:30 PM - 2:30 PM

CZ/Melanie 1:1 -- Security Concern

2:30 PM - 3:00 PM

Assoc DM Mtg - Cell Phone Roll-out - Security Concern

Whiteboard conversation

3:00 PM - 3:45 PM

Joint Executive Committee for Children's Service Coordination and Planning -- Microsoft Teams Meeting

Stewart, Melanie ECC:EX

3:45 PM - 4:00 PM Maya and Melanie -- Microsoft Teams Meeting

December 15, 2023 Continued

4:00 PM - 4:30 PM travel

4:30 PM - 5:00 PM appointment

5:00 PM - 5:30 PM Travel

December 18, 2023

12:00 AM - 12:00 AM FYI - Cloe Vacation -- Acting ADM

12:00 AM - 12:00 AM Cloe Vacation -- Jeremy Higgs acting

12:00 AM - 12:00 AM MGL Vacation -- Dec 18-20

12:00 AM - 12:00 AM SC annual leave - Karla back up

7:15 AM - 8:00 AM Weekly Meeting: BCSTA Suzanne Hoffman & DM Christina Zacharuk

8:00 AM - 8:15 AM	Daily Exec Update -- Microsoft Teams Meeting
8:00 AM - 8:30 AM	CZ not attending

9:00 AM - 9:30 AM Kate McCabe - Mentoring -- Zoom Meeting

9:30 AM - 10:00 AM Canceled: Weekly DMO Check-in -- Security Concern

December 18, 2023 Continued

10:00 AM - 10:30 AM	Melanie/Danielle re: FOI -- Teams
10:30 AM - 11:00 AM	Assoc DM Mtg w/ Wyle Baoween re: Racial Equity -- Teams
11:30 AM - 12:30 PM	DM Mtg: PISA Results -- Teams

12:30 PM - 1:30 PM	Lunch
2:00 PM - 2:30 PM	1:1 Melanie Stewart/Kristin -- Teams meeting

December 18, 2023 Continued

3:00 PM - 3:20 PM	Melanie/Tony Loughran re: Touchbase on Indigenous-Specific Racism Review -- Microsoft Teams Meeting
3:30 PM - 4:00 PM	Meghan - public awareness campaign -- Security Concern
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

December 19, 2023

All Day	FYI - Cloe Vacation -- Acting ADM Please See Above
All Day	Cloe Vacation -- Jeremy Higgs acting Please See Above
All Day	MGL Vacation -- Dec 18-20 Please See Above
12:00 AM - 12:00 AM	SC annual leave - Karla back up Please See Above
7:30 AM - 8:30 AM	Child Care Project Board -- Teams

8:30 AM - 8:45 AM Daily Exec Update -- Microsoft Teams Meeting

December 19, 2023 Continued

9:00 AM - 9:30 AM

Assoc DM - Review Placeholder Success Strategy PPT -- Teams

11:00 AM - 11:25 AM

ED Update -- Teams

December 19, 2023 Continued

12:00 PM - 1:00 PM	Lunch - out of office
2:00 PM - 2:30 PM	Stacey - update -- Microsoft Teams Meeting
2:30 PM - 3:30 PM	Melanie/Mary Weekly 1:1 ^{Security Concern} Teams
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

December 20, 2023

All Day	FYI - Cloe Vacation -- Acting ADM Please See Above
All Day	Cloe Vacation -- Jeremy Higgs acting Please See Above
12:00 AM - 12:00 AM	MGL Vacation -- Dec 18-20 Please See Above
12:00 AM - 12:00 AM	Jenn - Vacation -- Meghan Day acting ^{Personal Information}
12:00 AM - 12:00 AM	KK - vacation; Sandra back up -- Dec 20-22
All Day	DMO Office Rearrangement - ^{Security Concern}
8:00 AM - 8:30 AM	Internal/external committees
9:00 AM - 9:30 AM	DM Wkly - PR Check-in -- ^{Security Concern}

9:30 AM - 10:00 AM

DM Briefing re: ELCC and ECE Act Regulation Development -- Teams

December 20, 2023 Continued

10:00 AM - 10:30 AM	Travel
10:30 AM - 11:30 AM	Appt - Personal Information
11:30 AM - 12:00 PM	Travel
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	block
3:00 PM - 3:55 PM	Security Concern CZ/Melanie: vacation hand over --
4:00 PM - 4:30 PM	travel
4:30 PM - 5:30 PM	appt

December 21, 2023

All Day	FYI - Cloe Vacation -- Acting ADM Please See Above
All Day	Cloe Vacation -- Jeremy Higgs acting Please See Above

December 21, 2023 Continued

All Day Jenn - Vacation -- Meghan Day acting Personal Information
Please See Above

All Day KK - vacation; Sandra back up -- Dec 20-22
Please See Above

12:00 AM - 12:00 AM CZ Vacation - Melanie acting -- Dec 21 - Jan 1

8:00 AM - 8:15 AM Daily Exec Update -- Microsoft Teams Meeting

8:15 AM - 9:00 AM Melanie/Jan 1:1 -- Teams

9:00 AM - 9:30 AM MRS/MGL Briefing re: Seamless Day (2 of 2) -- Teams

December 21, 2023 Continued

Security Concern

9:30 AM - 10:30 AM	Melanie & Angie Weekly 1:1 --
10:30 AM - 11:00 AM	Melanie/Patti Monthly 1:1 -- Teams
11:00 AM - 11:30 AM	xmas -- Microsoft Teams Meeting
11:30 AM - 12:15 PM	block
12:15 PM - 1:00 PM	MRS/MGL Briefing re: ELCC and ECE Act Regulation Development -- Teams

December 21, 2023 Continued

1:00 PM - 2:00 PM

mentoring

4:00 PM - 5:00 PM

Do not book - hold/urgent mtgs

December 22, 2023

All Day

FYI - Cloe Vacation -- Acting ADM
Please See Above

12:00 AM - 12:00 AM

Cloe Vacation -- Jeremy Higgs acting
Please See Above

12:00 AM - 12:00 AM

Jenn - Vacation -- Meghan Day acting 250-208-1708
Please See Above

12:00 AM - 12:00 AM

KK - vacation; Sandra back up -- Dec 20-22
Please See Above

All Day

CZ Vacation - Melanie acting -- Dec 21 - Jan 1
Please See Above

12:00 AM - 12:00 AM

Mary Shaw - vacation -- a/ADM Stacey Wilkerson

12:00 AM - 12:00 AM

Patti - Vacation -- Erica Meldrum acting

All Day

Security Concern

10:00 AM - 11:00 AM

Placeholder success strategy discussion -- Microsoft Teams Meeting

12:00 PM - 1:00 PM

Lunch

December 22, 2023 Continued

4:00 PM - 5:00 PM

Do not book - hold/urgent mtgs

5:00 PM - 7:00 PM

Personal Information

December 23, 2023

All Day

FYI - Cloe Vacation -- Acting ADM
Please See Above

All Day

CZ Vacation - Melanie acting -- Dec 21 - Jan 1
Please See Above

All Day

Mary Shaw - vacation -- a/ADM Stacey Wilkerson
Please See Above

All Day

Patti - Vacation -- Erica Meldrum acting
Please See Above

12:00 AM - 12:00 AM

MRS Vacation -- Dec 23 - Jan 5

December 24, 2023

All Day

FYI - Cloe Vacation -- Acting ADM
Please See Above

All Day

CZ Vacation - Melanie acting -- Dec 21 - Jan 1
Please See Above

All Day

Mary Shaw - vacation -- a/ADM Stacey Wilkerson
Please See Above

All Day

Patti - Vacation -- Erica Meldrum acting
Please See Above

All Day

MRS Vacation -- Dec 23 - Jan 5
Please See Above

December 25, 2023

All Day

FYI - Cloe Vacation -- Acting ADM
Please See Above

All Day

CZ Vacation - Melanie acting -- Dec 21 - Jan 1
Please See Above

All Day

Mary Shaw - vacation -- a/ADM Stacey Wilkerson
Please See Above

All Day

Patti - Vacation -- Erica Meldrum acting
Please See Above

December 25, 2023 Continued

All Day	MRS Vacation -- Dec 23 - Jan 5 Please See Above
12:00 AM - 12:00 AM	Cloe - Vacation -- Kiersten Fisher acting
All Day	STAT

December 26, 2023

All Day	FYI - Cloe Vacation -- Acting ADM Please See Above
All Day	CZ Vacation - Melanie acting -- Dec 21 - Jan 1 Please See Above
All Day	Mary Shaw - vacation -- a/ADM Stacey Wilkerson Please See Above
All Day	Patti - Vacation -- Erica Meldrum acting Please See Above
All Day	MRS Vacation -- Dec 23 - Jan 5 Please See Above
All Day	Cloe - Vacation -- Kiersten Fisher acting Please See Above
All Day	Stat - Boxing Day

December 27, 2023

All Day	FYI - Cloe Vacation -- Acting ADM Please See Above
All Day	CZ Vacation - Melanie acting -- Dec 21 - Jan 1 Please See Above
All Day	Mary Shaw - vacation -- a/ADM Stacey Wilkerson Please See Above
12:00 AM - 12:00 AM	Patti - Vacation -- Erica Meldrum acting Please See Above
All Day	MRS Vacation -- Dec 23 - Jan 5 Please See Above
All Day	Cloe - Vacation -- Kiersten Fisher acting Please See Above
12:00 AM - 12:00 AM	Brad - vacation

December 27, 2023 Continued

12:00 AM - 12:00 AM	Karla's Vacation (Dec 27 to Jan 5)
12:00 AM - 12:00 AM	Denise - vacation
12:00 AM - 12:00 AM	KK - Vacation; Sandra back up -- Dec 27 - 29
12:00 AM - 12:00 AM	Meghan - vacation -- Laura acting
12:00 AM - 12:00 AM	Meghan - vacation -- Laura Casselman acting
12:00 AM - 12:00 AM	Sue - Vacation (Trish covering)
8:00 AM - 8:30 AM	text office check-in
9:00 AM - 9:30 AM	DM Wkly - PR Check-in -- Security Concern
9:00 AM - 9:30 AM	DMPR Dec 27 (virtual) -- Microsoft Teams Meeting

December 27, 2023 Continued

9:30 AM - 10:00 AM	Melanie/Chris Monthly 1:1 -- In person	Security Concern	Teams
12:00 PM - 1:00 PM	Lunch		
1:00 PM - 1:30 PM	Jenn 1:1		
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs		

December 28, 2023

All Day	FYI - Cloe Vacation -- Acting ADM	Please See Above
All Day	CZ Vacation - Melanie acting -- Dec 21 - Jan 1	Please See Above
All Day	Mary Shaw - vacation -- a/ADM Stacey Wilkerson	Please See Above
All Day	MRS Vacation -- Dec 23 - Jan 5	Please See Above
All Day	Cloe - Vacation -- Kiersten Fisher acting	Please See Above
All Day	Brad - vacation	Please See Above
All Day	Karla's Vacation (Dec 27 to Jan 5)	Please See Above
All Day	Denise - vacation	Please See Above
All Day	KK - Vacation; Sandra back up -- Dec 27 - 29	Please See Above

December 28, 2023 Continued

All Day	Meghan - vacation -- Laura acting Please See Above
All Day	Meghan - vacation -- Laura Casselman acting Please See Above
All Day	Sue - Vacation (Trish covering) Please See Above
12:00 AM - 12:00 AM	Patti - Vacation -- Shannon Renault acting Personal Information
8:00 AM - 8:30 AM	1:1 w/Jan Unwin (bi-weekly) -- Microsoft Teams Meeting
9:30 AM - 10:30 AM	implementation plan, placeholder success strategy, summary
11:30 AM - 12:00 PM	Melanie/Eleanor Monthly 1:1 -- Teams
12:00 PM - 1:00 PM	Lunch
2:00 PM - 3:00 PM	Check-in re placeholder strategy -- Microsoft Teams Meeting
3:30 PM - 4:00 PM	appt Personal Information
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

December 29, 2023

All Day	FYI - Cloe Vacation -- Acting ADM Please See Above
All Day	CZ Vacation - Melanie acting -- Dec 21 - Jan 1 Please See Above
All Day	Mary Shaw - vacation -- a/ADM Stacey Wilkerson Please See Above
All Day	MRS Vacation -- Dec 23 - Jan 5 Please See Above
All Day	Cloe - Vacation -- Kiersten Fisher acting Please See Above
All Day	Brad - vacation Please See Above

December 29, 2023 Continued

All Day	Karla's Vacation (Dec 27 to Jan 5) Please See Above
All Day	Denise - vacation Please See Above
12:00 AM - 12:00 AM	KK - Vacation; Sandra back up -- Dec 27 - 29 Please See Above
12:00 AM - 12:00 AM	Meghan - vacation -- Laura acting Please See Above
12:00 AM - 12:00 AM	Meghan - vacation -- Laura Casselman acting Please See Above
12:00 AM - 12:00 AM	Sue - Vacation (Trish covering) Please See Above
All Day	Patti - Vacation -- Shannon Renault acting Please See Above
All Day	Security Concern
8:30 AM - 9:30 AM	placeholders strategy - initiatives
12:00 PM - 12:30 PM	TRAVEL
12:15 PM - 1:00 PM	appt
1:00 PM - 1:30 PM	Travel
2:00 PM - 2:45 PM	Melanie/Jenn/Kiersten - bubble zones etc. -- Teams
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

December 30, 2023

All Day	FYI - Cloe Vacation -- Acting ADM Please See Above
All Day	CZ Vacation - Melanie acting -- Dec 21 - Jan 1 Please See Above
All Day	Mary Shaw - vacation -- a/ADM Stacey Wilkerson Please See Above
All Day	MRS Vacation -- Dec 23 - Jan 5 Please See Above

December 30, 2023 Continued

All Day	Cloe - Vacation -- Kiersten Fisher acting Please See Above
All Day	Brad - vacation Please See Above
All Day	Karla's Vacation (Dec 27 to Jan 5) Please See Above
All Day	Denise - vacation Please See Above
All Day	Patti - Vacation -- Shannon Renault acting Please See Above

December 31, 2023

All Day	FYI - Cloe Vacation -- Acting ADM Please See Above
All Day	CZ Vacation - Melanie acting -- Dec 21 - Jan 1 Please See Above
All Day	Mary Shaw - vacation -- a/ADM Stacey Wilkerson Please See Above
All Day	MRS Vacation -- Dec 23 - Jan 5 Please See Above
All Day	Cloe - Vacation -- Kiersten Fisher acting Please See Above
All Day	Brad - vacation Please See Above
All Day	Karla's Vacation (Dec 27 to Jan 5) Please See Above
All Day	Denise - vacation Please See Above
All Day	Patti - Vacation -- Shannon Renault acting Please See Above

10:30 AM - 11:30 AM

Personal Information

NR